



CRIMINAL JUSTICE INFORMATION CENTER

the Source

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Information Center
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IMPORTANT DATES

Fingerprint training to be held in
Lansing at the General Office Building,
on the following Wednesdays, from
1:00 p.m. to 4:00 p.m. Contact Diane
Crandell at (517) 322-1957 for
reservations.

October 3, 2001 December 5, 2001
February 6, 2002 April 3, 2002
June 5, 2002 August 7, 2002

PROGRAM CONTACTS / SERVICES

AFIS and Live Scan

(Automated Fingerprint Identification
System, AFIS21, Live Scan information)

(517) 322-5173 (517) 322-6326 FAX

Applicant Identification

(Personal record checks, employer/
licensee background checks, law
enforcement clearances)

(517) 322-1956 (517) 322-0635 FAX

AICS

(Automated Incident Capture System,
a record management system,
training, help desk)

(517) 322-4940 (517) 322-5232 FAX

CHR Improvement Project

(Rewrite of the Criminal History Record
database)

(517) 322-5517 (517) 322-6326

CJIC Internet Home Page

www.state.mi.us/msp/cjic/index.htm

CJIS Policy Unit

(CJIS Policy Council responsibilities,
criminal justice integration, interpreta-
tion of legislation, policy rules for LEIN/
AFIS)

(517) 322-5259 (517) 322-6326 FAX

Crime Analysis and Statistics

(517) 322-6025 (517) 322-5929 FAX

Criminal Identification

(PACC codes, criminal tracking number
(CTN) information, arrest codes)

(517) 322-1165 (517) 322-6288 FAX

(Expungements, return prints, set
aside convictions, dispositions)

(517) 322-1959 (517) 322-6288 FAX

(Copies of manuals The Bench Guide,
Criminal Record Reporting.)
(888) 322-1956 (517) 322-0635 FAX

Document Processing

(Keying and processing of UD-10, UCR
and MICR forms)

(517) 322-5507 (517) 322-5232 FAX

Firearms Records

(APRS system, License to Purchase,
Safety Inspection Certificate,
Concealed Pistol License, forfeiture of
firearms and weapons)

(517) 322-5518 (517) 322-5929 FAX

Freedom of Information

(MSP incident reports and other
information)

(517) 322-5509 (517) 322-5350 FAX

LEIN

(Administration of the Law Enforce-
ment Information Network, training,
auditing)

(517) 336-6166 (517) 336-6421 FAX

LEAMS

(Law Enforcement Agency Manage-
ment System Project)

(517) 322-5018 (517) 322-5232 FAX

Sex Offender Registry

(517) 322-4939 (517) 322-6288

Traffic Crash Data

(UD-10 submission and FARS)

(517) 322-6910 (517) 322-5385 FAX

(CRASH statistics)

(517) 322-6025 (517) 322-5929 FAX

UCR

(Uniform Crime Reporting, MICR
training, crime data submission
questions)

(517) 322-1150 (517) 322-5385 FAX

NEWS AND UPDATES

Technology Commentary

AFIS and Live Scan Projects

AFIS21

On March 12 AFIS21 became operational. A major upgrade took place July 13, 2001 to fix identified problems. Communication issues to install the remaining 10 remote sites with terminals are being resolved. Acceptance of AFIS21 is expected to take place in October 2001. This will include functionality, throughput and accuracy. It should have minimal affect on the field.

All the MSP latent laboratories have had the new terminals installed and are operational. Local agencies will have terminals as soon as communication protocols are worked out. With the new AFIS an electronic archive system is available. The MSP is electronically storing all new criminal fingerprint cards. The archive system will allow easy storage and access to fingerprint cards. Latent examiners can get fingerprint cards that are on

file much easier. In the past the examiner might find a candidate that matched, but the quality of the file print may have been poor. Getting any previous arrest cards would involve a phone call to the Criminal Justice Information Center (the division formerly known as Central Records Division). Then the cards would have been copied and sent through the mail. In addition to being much faster, the quality of the archive system prints is much better than a copy. The new system adds other automated features, faster terminals, increased matching speeds and higher accuracy while the equipment is much smaller in size.

AFIS 15th Annual Internet Conference (Biloxi, Mississippi August 17 - 23, 2001)

AFIS Internet is an incorporated international group of AFIS (Automated Fingerprint Identification System) users with NEC as their AFIS

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Technology Commentary (*continued*)

vendor. AFIS Internet's members include all states and most countries with NEC systems. NEC currently has 105 systems in the world. Included among these are 34 systems in the United State, 49 in Japan, 5 in China, 5 in Singapore, 2 in Macao, Canada, Taiwan, Thailand, Spain, El Salvador, South Africa, Turkey and New Zealand.

An elected Board of Directors runs AFIS Internet Inc. Membership is divided into seven regions and each region elects two members to serve on the Board of Directors. The Executive Board is also elected and consists of Chair, Vice Chair, Treasurer and Secretary. Michigan is well recognized by this organization and is also well represented. Scott Blanchard, Michigan State Police CJIC Division was reelected as Vice Chair and Tim Bolles, Michigan State Police CJIC Division was reelected as Treasurer.

This organization is a major force in directing technology for NEC, live scan, National Standards and other issues for the criminal justice community.

At this year's conference NEC staff made presentations regarding new products and developments. They would like to expand the capability of their systems to include palm search, facial recognition and digital storage programs.

The FBI presented information on the status and changes related to the FBI's AFIS (IAFIS). Most NEC states, including Michigan are taking advantage of electronic submission of fingerprint records to the FBI. The FBI's next major projects are to collect statistical information from these records, including data quality and error rates, plus provide the means for electronic submission of latent prints (crime scene prints) to the FBI.

Indianapolis Indiana, August 24 -29, 2002, is the site of next year's conference.

Live Scan

There are about 60 agencies with approximately 80 terminals approved by the CJIS Policy Council to connect and transmit fingerprints electronically to AFIS. About 50 of these live scan terminals are connected. Six more agencies are expected to be approved by the Policy Council in October. MSP is currently processing approximately 260 live scan transactions daily.

MSP staff is currently working with Bay City PD, Berrien County, Calhoun County, Clinton County, Crawford County, Detroit PD, Ingham County, Isabella County, Jackson County, Kalamazoo County, Kalamazoo County, Mason County, Midland County, and Otsego County in an effort to achieve connectivity to the AFIS.

Oakland County is in the final stages of testing to be completely paperless including prosecutor data to the state. MSP and the Detroit Police Department are diligently working to connect Detroit's 19 live scan terminals. Kalamazoo County, which includes the Sheriff, City Police Department and Portage Police Department, has started connectivity testing. Several other agencies are working with MSP on a regular basis.

For questions regarding live scan connectivity to the MSP AFIS please contact Scott Blanchard, AFIS and Live Scan Manager, at (517) 322-5173.

Digital Mug System

The goal of the MSP is to add mugs to the live scan electronic submission. Michigan State Police has selected a vendor for a statewide digital mug system and will start the installation early next year.

Mugs will be able to be used for a criminal line-up, additional assistance for positive identification, facial recognition (actually search the database by facial picture), and future picture retrieval through the Criminal History Record (CHR).

Within the state repository each mug will have a positive fingerprint identification and be assigned with a State Identification number (SID) linking it to the CHR.

The mug system will be populated by the following methods:

- 1) Live scan electronic submission connected to the State AFIS for fingerprint and criminal history reporting. Digital mugs will be added to this process. When fingerprints are registered in AFIS the mugs will be retained and will be able to be accessed by State Identification (SID) number, name and other identifiers.
- 2) Encouraging and assisting the incorporation of existing local databases into the state repository. There are several local agencies with mug systems existing in Michigan that could then be utilized by the entire criminal justice community.

The next step would give criminal justice agencies access to the system. There are three levels of access for users: 1) Simple searches by name, SID or other identifier; 2) Create lineup based on physical feature information; 3) Entering an unknown facial image for a search. Details are being worked out on the implementation of this process.

Our first goal is to create the database and encourage local agencies to feed the database on continual basis.

Agencies with live scan and a mug system are asked to work with their vendor(s) and prepare to add mugs to the electronic submission to AFIS. AFIS will forward the demographic information and mugs to the Digital Mug System.

For questions regarding the Digital Mug System please contact Jeremy Slavish, AFIS and Live Scan Section, at (517) 322-5908 or SlavishJ@state.mi.us.

Michigan Digitized Information Retrieval System (MIDIRS)

MIDIRS, a new investigative tool available to 200 law enforcement agencies or work sites, is currently being tested at a select number of sites for troubleshooting purposes. When this testing phase is complete, a systematic roll out to the remainder of our pre-selected agencies and work sites will begin, as the two-year pilot project becomes fully operational.

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Technology Commentary (*continued*)

This automated system permits work sites to use standard web browser software to access and retrieve digitized information. TCP/IP connectivity is required for MIDIRS. Each site is permitted up to six (6) operators. One operator will act as Field Administrator, much the same as a LEIN TAC, and eventually will be responsible for user training, reviewing use logs and liaison with the MSP LEIN Field Services Section. Law enforcement agencies will continue to be able to obtain digital images by contacting the MSP Special Operations.

Agencies and work sites have been selected for potential participation based on the volume of requests for Department of State images in 2000 through MSP Special Operations. When testing is concluded, agencies and work sites will be invited to participate as TCP/IP connectivity and related programming changes are achieved. Upon issuance of access, LEIN Field Services will monitor and reassign access in order to maximize use of the system.

If you would like additional information, please contact Pat Mort, Imaging Project Technician, at 517-336-6150 or by email at mortp@state.mi.us.

CHR Improvement Project

As noted in the last newsletter, the development of an electronic interface between the prosecutors and CHR was incorporated into the scope of the CHR Improvement Project. Project staff completed the interface specifications. These specifications (in addition to the current specification) provide counties additional methods for electronic transmission of charge data to the State CHR system. Project staff will begin work with the Prosecuting Attorneys Coordinating Council (PACC) counties and non-PACC counties on the development of an implementation plan. It is anticipated that the Prosecutor Interface will be implemented by March 2002.

CJIC completed and submitted a Request for Proposal (RFP) to the Michigan Department of Management and Budget Office of Purchasing. The RFP was posted to the State of Michigan web site on July 16, 2001.

Vendor proposals are due to the Office of Purchasing on September 6, 2001. A Joint Evaluation Committee (JEC) has been established to evaluate the proposals and make a recommendation to the State Advisory Board (SAB). Membership of the JEC is comprised of staff from the Michigan Department of State Police, PACC, and the Michigan Department of Management and Budget.

It is anticipated that a vendor will be selected and a contract awarded by November 1, 2001.

If you would like additional information, please contact Tracy Varano, CHR Project Manager, at (517) 322-5517 or by email at varanot@state.mi.us

Law Enforcement Agency Management System (LEAMS)

The LEAMS project, now headed by Ms. Dawn Brinningstaull, continues to move forward. The Request for Proposal (RFP) was released in June of 2001. As a result, MSP received five bid proposals from various vendors throughout the US, which have been evaluated by a Joint Evaluation Committee (JEC). The JEC is made up of representatives from MSP, DMB, Saginaw Police Department, Barry County Sheriff's Department and Woodhaven Police Department. The JEC's charter is to read and evaluate the massive bid proposals and determine which vendor(s) will meet the needs of the proposed project.

In an attempt to discern as much information as possible, the five vendors were invited to Lansing to present their products and allow users to evaluate the systems by actually logging onto the systems and working with the product. This exercise proved to be beneficial. MSP and outside users were able to get a real feel for the product and determine whether or not the proposed solutions will fit our law enforcement needs.

On site visits were also conducted to interview agencies that have already contracted with a specific vendor. The interviewers had a chance to see the product in a real life situation and discuss lessons learned with the hosting agencies. The site visit and demonstration evaluations were compiled to assist the JEC in moving forward with an informed decision.

We are currently in the negotiation phase with the vendors. Ms. Brinningstaull is hopeful that a solution will be found sometime in late September. Once it is determined which way the project will go, the planning and implementation phases will commence. ■

Crime Analysis and Statistics

2000 Michigan Uniform Crime Report

The 2000 edition of the Michigan Uniform Crime Report was recently completed. State total data shows that total crime is at the lowest level since 1978 and index crime is at the lowest level in over 30 years. State total data also shows the following trends:

- **2000 Total Crime Rate** = 11,270 per 100,000 or one crime per 9 Michigan residents. Total Crime decreased -1% between 1999-2000, -10% in the last five years, -13% in the last ten years.
- **2000 Index Crime Rate** = 4,144 per 100,000 or one index crime per 24 Michigan residents. Index Crime decreased -4% between 1999-2000, -18% in the last five years, -28% in the last ten years.
- **2000 Violent Crime Rate** = 551 per 100,000 or one violent crime per 181 Michigan residents. Violent Crime decreased -4% between 1999-2000, -12% in the last five years, -26% in the last ten years.
- **2000 Property Crime Rate** = 3,593 per 100,000 or one property crime per 28 Michigan residents. Property Crimes decreased -4% between 1999-2000, -19% in the last five years, -28% in the last ten years.
- **2000 Murder Rate** = 7 per 100,000 or one crime per 14,745 Michigan residents. Murder decreased -3% between 1999-2000, -8% in the last five years, -33% in the last ten years.
- **2000 Rape Rate** = 51 per 100,000 or one crime per 1,961 Michigan residents. Rape increased 3% between 1999-2000, decreased -8% in the last five years, decreased -30% in the last ten years.
- **2000 Robbery Rate** = 136 per 100,000 or one crime per 736 Michigan residents. Robbery decreased -4% between 1999-2000, -21% in the last five years, -40% in the last ten years.
- **2000 Aggravated Assault Rate** = 357 per 100,000 or one crime per 280 Michigan residents. Aggravated Assault decreased -5% between 1999-2000, -9% in the last five years, -18% in the last ten years.
- **2000 Burglary Rate** = 695 per 100,000 or one crime per 144 Michigan residents. Burglary decreased -7% between 1999-2000, -20% in the last five years, -37% in the last ten years.
- **2000 Larceny Rate** = 2300 per 100,000 or one crime per 43 Michigan residents. Larceny decreased -4% between 1999-2000, -19% in the last five years, -28% in the last ten years.
- **2000 Motor Vehicle Theft Rate** = 552 per 100,000 or one crime per 181 Michigan residents. Motor Vehicle Theft decreased -2% between 1999-2000, -18% in the last five years, -12% in the last ten years.

- **2000 Arson Rate** = 46 per 100,000 or one crime per 2,164 Michigan residents. Arson decreased -2% between 1999-2000, -6% in the last five years, -3% in the last ten years.

Additional data is available on the Internet at www.state.mi.us/msp/cjic/crimestat.htm or from the Crime Analysis Unit at (517) 322-6025.

2000 Michigan Traffic Crash Data

The 2000 Michigan traffic crash data was recently completed. Reported state total data shows the following:

	2000	1999
Total Crashes	424,867	415,675
People Injured	121,832	124,601
People Killed	1,382	1,386
Fatal Crashes	1,237	1,249
Death Rate	1.5	1.5
Fatal Crash Rate	1.3	1.3
Restraint Use	48.0%	40.4%
Alc/Drug-Inv Fatal Crashes	457	484
Percent of all Fatal Crashes	36.9%	38.8%
Alcohol/Drug-Inv Deaths	515	541
Percent of all Deaths	37.3%	39.0%
OUIL Arrests (all agencies)	60,889	61,803
Reg'd Vehicles (Millions)	8.57	8.4
MVMT (Billions)	94.9	93.1
Population (Millions)	9.93	9.86

Additional data is available on the Internet at www.ohsp.state.mi.us or from the Crime Analysis Unit at (517) 322-6025.

New Crash Location System in Development

In the past, crash locations reported on the UD-10s were coded according to the Michigan Accident Location Index (MALI). MALI is now being replaced with Framework. During the transition, location information on crashes is not available. Once the Framework location system is complete, information should be available for crashes by location early 2002. ■

Criminal Justice Information Systems Policy Unit

CJIS Policy Council Officers:

- Chair: Sheriff Stephen DeBoer, Barry County Sheriff Department
- Vice-Chair: Chief James Valentine, Lowell Police Department
- Executive Secretary: Ms. Katherine Rector, Michigan State Police

CJIS Policy Council Meeting July 12, 2001

The CJIS Policy Council took the following actions:

- To eliminate the Voluntary Missing Persons File from LEIN. Delete the records and send the list to the entering agencies. The agency should review the records and if the situation warrants, enter them into the Endangered or Involuntary Missing Person Files. The Endangered or Involuntary Missing Person Files are also forwarded to NCIC.
- To add stolen watercraft to the new LEIN file for Impounded/Abandoned/Forfeited Boats File, which was approved by the CJIS Policy Council on April 19, 2001.
- Modify the LEIN program so when a warrant is entered into LEIN with a SID#, or a SID# is entered as a modify warrant, LEIN will automatically extract information from the criminal history record identification segment and populate the warrant. The populated fields will not overwrite any data entered by the agency. The fields populated will include: height, weight, hair, eyes, driver license number, social security number, FBI number, miscellaneous number, prison number, place of birth, scars, marks, tattoos. The information will be forwarded to NCIC. In addition the agency will receive a warrant response containing the information that has been added to the warrant file. If the name in the criminal history record does not match the name in the warrant, the agency will also receive a message that the names did not match so the agency can verify the correct SID# was entered.
- CJIS Policy for second party checks as follows:
The accuracy of a record entered into LEIN/NCIC must be verified either by a second party or double-checked. Agencies lacking support staff for this verification should require the case officer to check the accuracy of the record. The verification of a record should assure that all available crosschecks, e.g., VIN/LIC, were made and that the data in the LEIN record match the data in the investigative report. The second party check shall be completed within 48 hours (excluding Saturdays, Sundays, and holidays) of the entry of the record in LEIN/NCIC.
- Establish a file in LEIN for optional entry of repossessed vehicles with an automatic 7-day purge. All entries for stolen or repossessed vehicles will cross search the other file with a response to the entering agency if the vehicle has already been entered in LEIN.
- Approved the following AFIS Latent Print Terminal Operators:
D/Sgt. Scott Hrcka, Lansing Forensic Laboratory
D/Sgt. Gary Daniels, Lansing Forensic Laboratory
Sgt. Diana Peters, Pontiac Police Department
Ms. Wendy Brittain, Wyoming Police Department

- Establish a file in LEIN to allow the entry of bond orders issued by the courts (example: "no drinking/no bars" bond conditions imposed by the court). The rationale is that courts have made efforts to provide some measure of protection to the public by imposing a bond condition in appropriate cases. Violators would be subject to warrantless arrest by a police officer. Implementation will provide law enforcement and courts an important tool to address substance abuse problems and provide a measure of safety to the public. The firearms disqualification flag will not be set with entry of the orders. The entry will be made by the court or law enforcement agencies.
- The CJIS Policy Council will write a follow-up letter to DMB requesting a firm commitment from the state in support of the state infrastructure.
- If SB 133 is opened for amendments, the Council will request an amendment to include a seat on the CJIS Policy Council for a representative from the Probate Judges and for representation by the CIO of the Department of Management and Budget (DMB).

Procedure to Report Inappropriate LEIN Access

Write or e-mail to:

Ms. Kathy Rector, Executive Secretary
CJIS Policy Council
Michigan State Police
7150 Harris Drive
Lansing, MI 48913
rectork@state.mi.us

The following information is needed to investigate the inappropriate access (some of this information may be unknown):

1. What record was accessed? Include the name, date of birth, driver license number, license plate number and details surrounding the potential misuse.
2. Why do you believe the information was obtained inappropriately?
3. When did the access in question take place (get as close to the day and time as possible - within a week or two is best)?
4. Location where the access occurred (which State Police post, sheriff department, police department, court, etc.).
5. Who accessed the record?
6. Telephone number where you can be reached, if we have any questions.

Upon receipt of the request to investigate a potential LEIN violation, the LEIN traffic will be reviewed and a determination made as to whether or not there is a need for further investigation. The investigation will take 60 - 90 days under normal circumstances. Upon closure of the case by the CJIS Policy Council the person/agency reporting the possible LEIN violation will be notified in writing as to whether or not the case was founded or unfounded. ■

Firearms Records

RI-60 Pistol Sales Record

A small supply of Pistol Sales Record forms has been mailed to each police and sheriff department for the purpose of registering pistols. There is a misconception that Michigan State Police was also mailing the dealers a supply of these forms. Individuals and gun dealers will be picking them up from law enforcement agencies. Additional quantities of these forms must be ordered from the MSP Warehouse. Contact the warehouse at (517) 336-6319 for the latest version of the ADM-31, which lists the RI-60.

Please note: The law still requires the completion of a SAFETY INSPECTION CERTIFICATE FOR ALL PISTOLS regardless of whether it was purchased with a License to Purchase or a Pistol Sales Record.

Registering a Pistol with No License to Purchase

If an individual has purchased a pistol using their Concealed Pistol License issued after July 1, 2001, and therefore does not need to obtain a License to Purchase, please put their Concealed Pistols License number on the Safety Inspection Certificate in the miscellaneous field when registering the gun. This will prevent the form from mistakenly being returned to you for the missing License to Purchase information.

Agencies using the Automated Pistol Registration System (APRS) must still input the person's name, address, and physical description on

the license screen and get a recall number. You can then either write down the recall number, or copy and paste the recall number to the safety inspection screen to complete the transaction. It is not necessary to print the license.

Dealer's License to Purchase

There is an error in our last news bulletin concerning the requirement of FFL dealers in obtaining a License to Purchase from individuals or other dealers when purchasing pistols, other than directly from a wholesaler or distributor.

PA 381 of 2000 states, "Sections 2 and 9 (license and safety inspection) do not apply to any of the following: The regular and ordinary transportation of a pistol as merchandise by an authorized agent of a person licensed to manufacture firearms or a licensed dealer."

When first reviewing this bill, it appeared that this section exempted dealers from the License to Purchase requirement. However, the Executive Division of Michigan State Police has determined that this says only that dealers do not necessarily have to have pistols licensed to them when transporting. Legally, the omission of a comma before "or a licensed dealer" pre-empts a blanket exemption. ■

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Identification Issues

Misdemeanor Reporting on the Rise

There is an increase in reporting of fingerprint supported misdemeanor convictions to the MSP. Averages for the past three years are indicated below:

- 1999 - 2,250 per month
- 2000 - 2,890 per month
- 2001 - 3,240 per month

Misdemeanor cases with a maximum possible punishable of less than 93 days are reportable on conviction. To report the misdemeanor conviction, the fingerprint card and disposition must be provided together for entry on the criminal history record system. Both law enforcement and district courts are encouraged to devise a mutually agreeable method for reporting the misdemeanor convictions so the state criminal history record system will be in full compliance with state statute. It should be noted that several licensing or employment statutes disqualify individuals convicted of some misdemeanors.

One way local agencies are reporting these misdemeanor convictions is by holding an arrest fingerprint (if available) until there is a court conviction and then mail both in at one time. Another way would be to submit both fingerprints and disposition when a person is fingerprinted, by order of the court, after conviction. Michigan statute (28.243) allows the taking of misdemeanor fingerprints at arrest, but they may not be forwarded unless the person is convicted. Statute (769.1) also requires as part of sentencing for a misdemeanor or ordinance substantially corresponding to state law, the court to order fingerprints of the person convicted to be taken and forwarded if fingerprints were not taken at arrest.

Unfortunately, there is no resource to determine the number of misdemeanor convictions that occur in the district court.

Training in Fingerprinting Techniques

Fingerprint training has been offered on the first Wednesday of every month for the past 3 years. The number of classes offered will be cut back. Beginning October 3, 2001 training will be offered on the first Wednesday of every other month. Class is scheduled for 3 hours and will provide hands-on training in the method to capture good quality fingerprint images for submission to the state repository. Class size is limited to 20 people. Registration prior to the class is encouraged. As a courtesy to those waiting to take the class, if you must cancel, please notify the MSP/CJIC division as soon as possible.

Following are the fingerprint training dates for the next year:

October 3, 2001	December 5, 2001
February 6, 2002	April 3, 2002
June 5, 2002	August 7, 2002

For reservations contact Diane Crandell, at (517) 322-1957.

Training in Criminal Records Reporting

Each spring the Criminal Justice Information Center (CJIC) Identification Section hosts a training on Criminal Records Reporting, in

Lansing. The focus of the training is the completion and handling of the RI-7 arrest fingerprint card. It is offered to all law enforcement and prosecutor staff. Announcements will be mailed in the spring regarding the training. In the past two years 161 law enforcement personnel have been trained. Contact Tim Bolles, Criminal Identification Team Manager, at (517) 322-5529 with questions.

Sex Offender Registry Moves to CJIC

Effective October 1, 2001 responsibility for the sex offender registry files moves to the CJIC, Identification Section. Staff and managers of the MSP Investigative Resources Section are to be commended for developing a system that provides law enforcement and the public with a system so vital to public protection. Although the division and managers have changed, contacts to resolve issues and provide training remain the same. **The hot line number will remain the same (517) 336-6292.** Only the mailing address and individuals personal telephone numbers have changed. The new Sex Offender Registry manager is Timothy Bolles (517) 322-5529 and section manager is Joyce Woodward (517) 322-1952.

Sex Offender Registry

Mailing Address

Michigan State Police
CJIC, Identification Section
7150 Harris Drive
Lansing, MI 48917

Phone Numbers

Charlotte Gray (517) 322-4939
Paula Campbell (517) 322-4938
Karen Joseph (517) 322-4937

E-mail Address

psors@state.mi.us

Quarterly Address Verification of Registered Sex Offenders Due

October 1-15, 2001 is the next quarterly window of sex offender address verification in Michigan required by statute.

In accordance with MCL 28.725a (4) (b), all registered sex offenders in Michigan who have been convicted of 1 or more felony listed offenses must do the following sometime between October 1 and 15, 2001 and again each calendar quarter:

1. Physically appear at the local law enforcement agency having jurisdiction over the area in which the sex offender resides.
2. Present a current Michigan driver's license or Michigan Personal ID card with a digitized photograph and a current residence (**PO boxes are not allowed**).
3. Receive a copy of the signed and dated verification form (DD-4) prepared by the law enforcement agency.
4. Sign a DD-4A form *"Explanation of Duties to Register as a*

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Firearms Records

Sex Offender" if one is not already on file with the Michigan State Police. (**Note: this can be determined by checking the SOR record for "Notification has been made to offender" statement**)

Law enforcement personnel should:

1. Complete "*Michigan Sex Offender Registration*" (MSP form DD-4), give the yellow copy to the offender, and use the original for entry to the computerized record.
2. Query SOR to determine if the record is flagged - "Notification has been made to offender".
 - If notification has not been made, complete and date the form "*Explanation of Duties to Register as a Sex Offender*" (DD-4A). Provide offender their copy and mail the MSP copy to Michigan State Police, CJIC (SOR staff will set this flag on receipt of the DD-4A).
3. Immediately enter the address verification flag into LEIN for each sex offender who has checked in to verify their address. (**Note: Address updates or changes WILL NOT automatically set this "address verification flag"**)
4. Using the DD-4 and the "modify records" LEIN screen update the address and add additional information to SOR records that you find missing when you query LEIN for the record. (i.e., FBI#, SID#, DL#, SSN#, PRN#, aliases, etc.).
5. Run the VSOR (verification list) after October 15, 2001. Use this as an investigative tool to determine sex offenders in your zip codes that have failed to verify their address. Remember, the high court misdemeanor Criminal Sexual Conduct 4th degree is considered a "felony listed offense" for purposes of quarterly address verification. Check EACH sex offender who appears on the list in LEIN and verify
 - that "notification has been made to offender" is on the record,
 - if not, contact Charlotte Gray at (517) 322-4939
 - that if another law enforcement agency within the zip code area received the offender information but failed to reset the "address verification flag"
 - if yes, ask them to reset the flag right away
 - if no, and notification has been made to the offender before this verification cycle, proceed with offender prosecution for failure to register.
6. If the person is to be charged with failing to comply with the registration requirements and a certified copy of the DD-4A is required, contact Charlotte Gray at (517) 322-4939 or Paula Campbell at (517) 322-4938 or e-mail mipsor@state.mi.us. The offender's name and date of birth must be provided.

Modified Applicant Fingerprint Card

The applicant fingerprint card was modified slightly to add 4 more check boxes to select the reason for applicant fingerprint submis-

sion. The new boxes should be checked for the following reasons:

- 1) name change (MCL 711.1)
- 2) renewal-CCW license (MCL 28.426)
- 3) federal child protection act (PL102-120)
- 4) federal child protection act- volunteer (PL102-120)

CCW Fingerprints

Since July 1, 2001 an average of 370 applicant CCW fingerprints have been received by the CJIC per day. The average turn around time for processing these fingerprints is 10 to 15 workdays. State and FBI fingerprint search response is normally going back to the sheriff's office and the county clerk within 30 days of receipt by the CJIC.

After verifying that a response has been made to the county clerk or sheriff, applicants calling to inquire about the status of their application will be notified of the date the response was mailed and will be referred to the appropriate agency. Due to the extra work involved for everyone, the CJIC will no longer send a duplicate CCW response to the county clerk or sheriff, unless the request comes from their respective offices.

The applicant fingerprint card for a CCW renewal must be properly marked and a \$39 processing fee provided. Within block E of the applicant fingerprint card (RI-8) check the CCW box and write in "renewal" along with the fee payment as a check made payable to the "State Of Michigan". The RI-8 fingerprint card will be revised to provide a box to check when the CCW application is a renewal.

The person's complete mailing address including the zip code is required for the new CCW file that is accessed via LEIN. The address for this file is taken from the applicant fingerprint card that is provided for the criminal record search. Without a full address the fingerprints cannot be processed and will be returned for complete information. A complete review of the form before mailing to CJIC can avoid delays.

ATTN: Prosecutor Staff

When issuing Criminal Tracking Numbers (CTNs) please remember that the correct 12-digit format is as follows:

First 2 digits - county of prosecution

Next 2 digits - year issued

Next 6 digits - sequence number

Last 2 digits - suffix or defendant number

An example of a CTN for Wayne County in 2001 is: 82-01-004567-01. Questions regarding CTNs, contact the Criminal Team help desk at (517) 322-1165. ■

Law Enforcement Information Network

CCW Licensure Act - Sheriff Requirements

The following information may assist the sheriff's office when using LEIN to comply with the new handgun licensure law (CCW) P.A. 381 of 2000, MCL 28.421 Et Seq. - Effective July 1, 2001.

- 28.425b, Sec. 5b requires the Sheriff to verify the requirements of subsections (7) (d), (e), (f), (h), (i), (j), (k), (l), (m) through LEIN and report findings to the concealed weapons licensing board.

Query LEIN

- Use Purpose Code "F" in Scan Line 52:
- Example inquiry:

**QHWMI5055500. 1:CCW/TEST/RECORD/. 2:WM
7:19700707.
15:54321. 52:F/CCW APPLICANT. 47:35. 77:1.
55:SGT C SHELL. 56:SHERIFF RAY BROWN/BIG COUNTY SO.**

LEIN Response - Michigan Files

LEIN will check for the following requirements of law MCL 28.425b, Sec. 5b(7):

- (7) (d) (i) (ii) (v) Mental Orders (active), including:
 1. Hospitalization/Commits (MCL 330.1464a).
 2. Legally Incapacitated (MCL 700.5107, previously 700.444a).
 3. Not Guilty By Reason Insanity (MCL 769.16b).
- (7) (d) (iii) Personal Protection Orders (active), including:
 1. Domestic PPO (MCL 600.2950).
 2. Stalking PPO (MCL 600.2950a).
 3. Divorce PPO (MCL 552.14).
- (7) (d) (iv) Bond Conditional Release Orders MCL 765.6b.
- (7) (e) (f) (h) (i) Criminal History Records - must research the LEIN response to determine eligibility per law sites.

In addition to requirements of MCL 28.425b, Sec. 5b(7), LEIN will also check:

- CCW License File, including state civil infractions and alcohol violations with a CCW, since July 1, 2001.
- Wanted (Warrants) / Missing Persons.
- Officer Safety Cautions.
- Sex Offender Registrants.
- Adult/Juvenile Probation Conditions.
- Cancelled Mental Orders and Personal Protection Orders (28.425b, Sec. 5b (8)).

LEIN will also forward the inquiry to:

- Secretary of State (SOS) for a driver status (including Repeat Offender information), when 47:35 is included in the 52:F inquiry.
- Department of Corrections (CMIS) for prisoner/parolee information, when 77:1 is included in the 52:F inquiry.
- National Crime Information Center (NCIC) for out-of-state file checks.

LEIN Response - Out-of-State Files

LEIN will forward to NCIC to check for records submitted by other states, including:

- (7) (d) (iii) Personal Protection Orders.
- Wanted / Missing Persons.
- Sex Offender Registrants.
- (7) (e) (f) (h) (i) Criminal History Records - must research response to determine eligibility per law sites.
- Deported Felons - deported criminal aliens entered by U.S. INS.
- Foreign Fugitives wanted for offense committed outside the U.S. - entered by RCMP for Canada and INTERPOL for other countries.
- Supervised Release - convicted persons on supervised release entered by state and federal supervision officers.
- Secret Service Protectives - persons who may pose a threat to a U.S. protectee, such as the President, entered by U.S. Secret Service.
- Violent Gang/Terrorist Members.
- National Instant Criminal Background Check System (NICS) - records created by U.S. Attorney General on:
 1. Denied Persons
 2. Dishonorable Discharges
 3. Illegal/Unlawful Aliens
 4. Citizenship Renunciants
 5. Controlled Substance Abusers
 6. Mental Defectives/Commitments

LEIN/NCIC Will Not Provide

LEIN and NCIC does not have the following information on persons with:

- (7) (j) (k) (m) Michigan Mental Orders prior to 1996 and Mental Orders in other states.
- (7) (l) Diagnosed Mental Illness.
- (7) (f) Felony - Conviction Set Aside.
- (7) (f) (h) (i) Criminal History Record information not reported to repository, including many Misdemeanor convictions under 93 days and other Misdemeanor violations not reported.
- Information not reported to the LEIN or NCIC files, such as a state not participating in the NCIC Personal Protection Order File or a warrant in another state that is not forwarded to NCIC.

CONCLUSION

- LEIN relies on reporting agencies to provide accurate and complete information.
- LEIN provides information, which must be reviewed to determine eligibility.

It is important that the CCW Licensing Board contact the city, village, or township police department to investigate local files for information that may not be in LEIN. ■

Uniform Crime Reporting

Re-assignment of UCR Technician Duties

Please note that the agency assignments for UCR technicians have changed due to cross training needs. Re-assignments are as follows:

Sharon Saites, (517) 322-5543, MICR agencies in counties 01 - 43

Viki Sandborn, (517) 322-5113, CLEMIS agencies & Summary reporting agencies

Karlene Ohler, (517) 322-5544, MICR agencies in counties 44 - 83

Bias "88" or those Reported as "99"

The Michigan State Police Statistical Information Section, while collecting statistics for year end, discerned potential problems with incidents reported as hate crimes and are now questioning the validity of our bias reporting to the Federal Bureau of Investigation. Before classifying a hate bias motivated crime, the offender's criminal act must have been motivated, in whole or in part, by his/her bias. The mere fact that the offender is biased against the victim's race, religion, disability, ethnicity and/or sexual orientation does not mean that a hate crime actually occurred. Another area of concern is the reporting of these bias incidents as "unknown". While this is acceptable, it minimizes the ability to conduct valid studies on when crimes actually occur.

New E-MAIL Service for Crime and Crash Users

MSP, Statistical Information Section, has recently implemented a LISTSERV in order to notify crime and crash statistic users/suppliers

of changes in policies and procedures, updates on manuals, forms, code cards and specifications and to supply information considered important to improve statistics reported to MSP. If you are not currently signed on, please follow the instructions below to subscribe to the MSP Crime and Crash LISTSERV. MSP feels the information and notifications supplied through this service are of importance to criminal justice agencies. Eventually, plans are being made to use the LISTSERV exclusively to notify agencies of information updates.

Here is how a user subscribes:

- Send an e-mail to listserv@listserv.state.mi.us
- Leave the "Subject" box blank
- Type "subscribe mspcrimeandcrash" in the message body (without the quotes)

After subscribing, users will receive confirmation from MSP that they have been added to the LISTSERV service and will be asked to type in a contact name for the agency. Users should remember that the LISTSERV provides only one-way communication. Agencies should not reply to messages. All replies will be rejected by LISTSERV. ■

UD-10 and Crash

CRASH Processing - ORI Number

When filling out a crash report, remember that the agency ORI number consists of County Code Number, then Jurisdiction Number, followed by two zeros (or the Precinct Number, if used). Numerous crash reports are received with the jurisdiction number listed first, instead of the county code, thus causing the crash to be located and recorded incorrectly. Traffic safety recommendations are not as significant as they could be if the data had been properly collected.

F_Breath in LEIN

When filling out the F_Breath screen in LEIN, many officers are using arrest code 8046 for OUIL. This code should only be used for OUIL **causing death**. Arrest code 8041 should be used for OUIL only.

Stray Marks on UD-10s

Do not write "HIT and RUN" or "PARKED" across the UD-10 form. "HIT and RUN" is indicated in Special Circumstances, bubble #4 and "PARKED" is indicated in Action Prior, #23. Also, be aware that information such as zip code, written outside the data area, could fill a bubbled field and register incorrect data when scanned.

Discontinue Use of Purple UD-10 Forms

Due to technical problems, the purple colored UD-10 form can only be used on accidents occurring prior to January 1, 2002. New strawberry colored forms should be ordered from Rotary Multiform, Inc. at (616) 447-7540 or Fax (616) 447-7550.

Submit Original Documents Prior to Corrected Copy

Be sure the original UD-10 form has been submitted prior to the submission of a corrected copy.

Crashes with 3 or More Vehicles

A multi-page crash report must have the following fields completed on the second page: date, county, township, and override number.

Do Not "X" Out

Do not "X" out a bubble error on the UD-10 form. They must be erased completely or both bubbles will be picked up by the scanner.

New E-MAIL Service for Crime and Crash Users

MSP, Statistical Information Section, has recently implemented a LISTSERV in order to notify crime and crash statistic users/suppliers of changes in policies and procedures, updates on manuals, forms, code cards and specifications and to supply information considered important to improve statistics reported to MSP. If you are not currently signed on, please follow the instructions below to subscribe to the MSP Crime and Crash LISTSERV. MSP feels the information and notifications supplied through this service are of importance to criminal justice agencies. Eventually, plans are being made to use the LISTSERV exclusively to notify agencies of information updates.

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(continued on next page)



“A PROUD Tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY”

**Criminal Justice Information Center
Michigan State Police
7150 Harris Drive
Lansing, Michigan 48913**

